



COMMON COUNCIL REPORT

M&C No.	2025-194
Report Date	July 17, 2025
Meeting Date	July 28, 2025
Service Area	Public Works and Transportation Services

Her Worship Mayor Donna Noade Reardon and Members of Common Council

SUBJECT: By-Law Enforcement Services – Award of Contract

AUTHORIZATION

Primary Author	Commissioner/Dept. Head	Chief Administrative Officer
<i>Barb Crawford / Chris Roberts</i>	<i>Michael Hugenholtz</i>	<i>J. Brent McGovern</i>

RECOMMENDATION

It is recommended that Common Council award the By-Law Enforcement Services contract to the Canadian Corps of Commissionaires NB & PEI at an estimated annual cost of \$85,436 plus HST, with the option to renew for up to three, twelve-month extensions, and, that the Mayor and Common Clerk be authorized to execute the necessary contract documents.

EXECUTIVE SUMMARY

The City has concluded its procurement process for third-party enforcement of four key municipal by-laws: Distribution of Flyers, Snow Control, Vehicles for Hire, and Solid Waste.

A total of six proposals were evaluated using criteria such as qualifications, experience, service approach, and value. The selected proponent, Canadian Corps of Commissionaires NB & PEI, demonstrated exceptional capabilities aligned with the City's goals for professional and effective by-law enforcement.

The contracted services will include timely response to public inquiries and complaints, enforcement through education, warnings, and formal actions, inspections, administrative penalties, and court representation when required, ongoing collaboration with municipal staff and external agencies and detailed monthly reporting on activities and outcomes.

To support the proponent, Public Works will provide training, resources, equipment, and City identification.

PREVIOUS RESOLUTION

Not Applicable



REPORT

The 2025 General Fund Operating Budget included funds to provide additional resources focused on enforcement of various by-laws relating to Public Works and Transportation Services. The role of the By-law Enforcement Officer is vital to upholding municipal regulations and promoting community health, safety, and respect among residents and businesses. By-laws serve as a foundation for maintaining order and fostering the vibrancy of the municipality, and enforcement officers are instrumental in ensuring these standards are met.

Six proposals were received in response to the City's Request for Proposals for enforcement of four Municipal by-laws, The Distribution of Flyers By-law, the Snow Control By-law, the Vehicles for Hire By-law and the Solid Waste By-law. All submissions were evaluated against established criteria, including qualifications, relevant experience, approach to service delivery, and overall value.

The selected proponent will be responsible for a wide range of services, including timely responses to public inquiries, investigation and resolution of complaints, and enforcement of by-laws through education, warnings, and formal actions. Duties will also include conducting inspections, issuing administrative penalties, attending court proceedings when necessary, and collaborating with internal staff and external agencies.

Public Works will support the selected proponent by providing training on applicable by-laws, standard operating procedures for enforcement and documentation, as well as access to office space, technology, and specialized personal protective equipment if required for certain enforcement activities. Official City identification will also be provided.

After thorough evaluation, it is recommended that the contract be awarded to the Canadian Corps of Commissionaires NB & PEI, who demonstrated superior qualifications, relevant experience, and a comprehensive and professional approach that aligns with the City's objectives for effective by-law enforcement.

STRATEGIC ALIGNMENT

The proposed recommendation aligns with Common Council's priorities of BELONG and PERFORM.

BELONG: *We value a welcoming community.*

Enforcement of Municipal By-laws contributes to livable neighborhoods by responding to complaints and resolving issues that affect quality of life.

PERFORM: *We value the best use of resources.*



The award of this contract includes transparent service delivery through monthly reporting and clear performance expectations, professional standards including training, certifications, and accountability and efficient use of resources by leveraging existing infrastructure (office space, equipment) and aligning with internal procedures.

SERVICE AND FINANCIAL OUTCOMES

This contract was a planned expense in the Public Works and Transportation Services operating budget, approved with the 2025 operating budget.

INPUT FROM OTHER SERVICE AREAS

Supply Chain Management facilitated the Request for Proposal (RFP) process to solicit proposals for By-law Enforcement Services. The RFP closed on June 3, 2025, with the following proponents responding by submitting proposals:

COMPANY NAME
Maritime Enforcement Services
CNSS Canadian National Security Solutions Corp.
Carraway Inc.
Shadow Security
Canadian Corps of Commissioners NB & PEI
Admiral Investigations Atlantic Inc.

A review committee, consisting of staff from Supply Chain Management and Public Works and Transportation Services reviewed the submissions for completeness and compliance with the RFP requirements and selection criteria consisting of the following:

1. Quality and Completeness of Proposal
2. Experience
3. Cost

Also, in accordance with the City's standard procedures, the committee members evaluated the proposals based on the proposals' technical merits. Following this, the financial proposals were opened and evaluated, and corresponding scores were added to the technical scores.

The Canadian Corps of Commissioners NB & PEI's proposal was selected as the best proposal based on an overall rating of the evaluation criteria offering a strong overall solution for the City.



The above processes are in accordance with the City's Strategic Procurement Policy and Supply Chain Management support the recommendations being put forth.

Name of Service Area/Stakeholder	Name of Staff Person
Supply Chain Management	Chris Roberts

ATTACHMENTS

None